



# SEMINAR (IN PERSON) PROGRAM PROPOSAL

## I. PROPOSED TITLE OF PRESENTATION: (10 words or less)

## II. PRESENTER INFORMATION:

Presenter Name: \_\_\_\_\_  
Presenter Degree/Credentials: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Organization Street/City/St/Zip: \_\_\_\_\_  
Presenter Work phone: \_\_\_\_\_  
Presenter Cell phone: \_\_\_\_\_  
Presenter E-mail: \_\_\_\_\_

Is Presenter a current CHIA member?  Yes  No

Is there a co-presenter?  Yes  No

Co-Presenter Name: \_\_\_\_\_  
Co-Presenter Degree/Credentials: \_\_\_\_\_  
Co-Position/Title: \_\_\_\_\_  
Co-Organization Name: \_\_\_\_\_  
Co-Organization Street/City/St/Zip: \_\_\_\_\_  
Co-Presenter Work phone: \_\_\_\_\_  
Co-Presenter Cell phone: \_\_\_\_\_  
Co-Presenter E-mail: \_\_\_\_\_

Is Co-Presenter a current CHIA member?  Yes  No

Have you presented or do you plan to present this same or similar program to other group(s)?  Yes  No

If so, list to whom and when? \_\_\_\_\_

## III. PROPOSED PROGRAM LENGTH / CONTINUING EDUCATION UNITS (CEUs)

Five-CEU day: Programs start at 9:00 a.m. and conclude at 3:30 p.m., with a one-hour lunch.

Six-CEU day: Programs start at 8:30 a.m. and conclude at 3:45 p.m., with a one-hour lunch.

To meet the needs of CHIA members, seminars are conducted in at least two locations, one in Northern California and one in Southern California. Programs are generally scheduled only on Tuesdays, Wednesdays, and Thursdays. Once the seminar program has been accepted, CHIA will work with the speaker(s) in selecting dates and locations that are mutually appropriate.

Are you interested in presenting this program in more than two locations?  Yes  Not at this time.

#### **IV. PROGRAM INFORMATION**

1. Executive Summary (description) of your presentation (up to 150 words.) This will be utilized in the marketing brochure and on CHIA's Web site to promote the program. This section should provide a comprehensive overview of the program content. Consider powerful, focused sentences that summarize the importance of the program. Make it compelling.
  
2. Session Description/ Learning Outcomes. Descriptions should be suitable for publication in marketing materials with minimal editing. Include sufficient number of key bullet points to fully describe or highlight what you will cover in the program. Consider "At the conclusion of this program, participants will understand..." and "Important topics to be covered include....."

3. Brief outline of your presentation. This is a short one or two-page summary to illustrate how you will meet your stated objectives.

4. Target audience(s) for this session. (Remember to note whether this program is limited to any specific healthcare settings such as inpatient or outpatient only, post acute care only, etc.)

5. Brief narrative biography for each speaker. This is used to introduce the speaker(s) at the program and may be included on pre-program marketing materials and onsite materials.  
Presenter biography:

Co-Presenter biography:

6. A curriculum vitae or resume for each speaker. This should include a listing of recent presentation experience. Not required from speakers who have presented for CHIA in the past two years.
7. Picture of yourself, only if requested by CHIA.

**V. HONORARIUM AND/ OR OTHER EXPENSE REIMBURSEMENT REQUESTED BY THE SPEAKER(S)**

CHIA programs are generally either pro bono or CHIA is happy to provide company sponsorship recognition. However, CHIA will consider expense reimbursement requests. Include the description and expense for each item (Check only one).

- A.  Reimbursement for expenses is not requested. I/We will present this program pro bono.
- B.  My/Our Company will sponsor the presentation. My/Our company will cover my travel and lodging expenses; please give my company sponsorship recognition in the program marketing materials including pre-seminar announcements.
- C.  Reimbursement for the following expenses is requested, as follows
- |       |                  |          |                                         |
|-------|------------------|----------|-----------------------------------------|
| Hon   | orarium          | \$ _____ |                                         |
|       | Ground travel    | \$ _____ | From _____ to _____                     |
|       | Coach air travel | \$ _____ | I travel from _____ (city or airport)   |
|       | Lodging          | \$ _____ | Number of nights lodging required _____ |
| Other |                  | \$ _____ | Describe _____                          |

**VI. AUDIO-VISUAL & OTHER MATERIALS REQUIREMENTS:**

CHIA provides the LCD projector, screen setup, and one wireless lavalier microphone. CHIA does not provide laptop computers for the LCD/PowerPoint projection unless it is specifically requested by the speaker. To assure compatibility with the various LCD projectors in hotel meeting rooms, please indicate the type of laptop you will bring for your presentation:

- PC  
 MAC

Describe additional or special AV or other equipment, if any, that you will require:

- None  
 Other (describe): \_\_\_\_\_

**VII. HANDOUTS**

Handouts are required and should be submitted to CHIA 30 days prior to the program’s first scheduled date. Will you be able to provide handouts according to this deadline?

Yes

No. My handouts will be ready by \_\_\_\_\_ (at least 21 days prior to program).

The preferred format for handouts is PowerPoint or Microsoft Word. CHIA will provide presenters with the approved CHIA PowerPoint template for handouts. Contact CHIA if you plan to use any other program or template for handouts. Do not convert your PowerPoint or Word Documents to PDF. Handouts will be reproduced by CHIA for distribution to the attendees. Complete instructions for PowerPoint slides and handout requirements is posted at

<http://californiahia.org/sites/californiahia.org/files/docs/events/Presenter-Instructions.pdf>

Describe resources, coding books, or other materials that attendees should bring to the program:

None required.

Attendees should bring \_\_\_\_\_

**VIII. PROPOSAL REVIEW PROCESS**

This completed form plus details requested in section III above, are required for program proposals to be considered and approved by the program committee and are essential for accurate, successful marketing of the program. CHIA may seek modifications to a proposal before a final approval is made and presenters may be asked to combine, expand or modify elements of the proposed presentation.

**IX. AGREEMENT**

Signature \_\_\_\_\_

Date \_\_\_\_\_

If you are emailing this Program proposal, please send to [Proposal@CaliforniaHIA.org](mailto:Proposal@CaliforniaHIA.org)